# DATA CLEARINGHOUSE UPDATE TRANSACTIONS

(Revised: November 15, 2004)

THE RECORD LAYOUTS, ITEM DESCRIPTIONS, AND VALIDATION RULES OUTLINED IN THIS VERSION WILL BE IN EFFECT BEGINNING WITH  $\underline{2004-2005}$  YEAR-END PROCESSING

Page: 1 of 46

# TABLE OF CONTENTS

Upload information	Page	3
District record	Page	6
School record	Page	7
Student record	Page	8
SCRAM record	Page	22
Course Master record	Page	25
Course Membership record	Page	30
Exit Status update record	Page	34
Sample Upload file	Page	36
Pavisions	Page	37

# **UPLOAD INFORMATION**

We will accept Clearinghouse uploads to our secured server via an upload procedure using an Internet browser. The data uploaded will be encrypted. Select the 'Data Clearinghouse Upload' option from the Clearinghouse page on our website at:

http://dcsntl.usoe.kl2.ut.us/Clearinghouse/Clearinghouse.htm

or go directly to:

https://www.usoe-dcs.org/clearinghouseup/

NOTE: If your file is large, you should ZIP it or the upload might timeout

- 1) Select your district (don't inadvertently select the wrong one)
- 2) 'Browse' to and select the file on your end to be uploaded
- 3) Click on 'Upload'
- 4) Watch *carefully* for any messages ('completed' or errors)

#### Notification:

It's important that you e-mail Bruce Hudgens (<a href="mailto:bhudgens@usoe.k12.ut.us">bhudgens@usoe.k12.ut.us</a>) to inform him that you have uploaded Clearinghouse information to the server listed above. Be sure to 'CC' Dale Wright (<a href="mailto:dwright@usoe.k12.ut.us">dwright@usoe.k12.ut.us</a>) so the file can still be processed when Bruce is not in the office). If you fail to notify Bruce and Dale that your file has been sent in, they won't know it's there so it won't get processed. During YEAR-END processing be sure to specify in the e-mail what processing is to be done (S3, vocational, both).

General Data File Structure

NOTE: Do NOT include Youth In Custody (YIC) data in the Clearinghouse upload. The USOE extracts YIC data from the YIC Student Information System, which is independently maintained by YIC facilities with support from USOE computer services. Most YIC students also enroll in regular schools, and many are special education students. Include in the Clearinghouse ONLY that portion of the student's data which reflects the student's time in the regular and/or special education setting.

The Clearinghouse upload file is a sequential text file that contains seven different record types.

```
1 - District record - "DI="
2 - School record - "SC="
3 - Student record - "S1="
4 - SCRAM record - "S2="
5 - Course Master record - "AC="
6 - Course Membership record - "AM="
7 - Exit Status Update record - "ES= (October 2005)
```

Each record should be terminated with a *carriage return* + *line feed*. The District record must always be the first record in the file followed by a School record identifying the first school. An additional School record should be present as the first record for each new school. All student and course records that follow a school record are identified as belonging to that school.

NOTE 1: The current upload times are as follows:

```
October Fall Enrollment count (Due by October 15)

Snapshot as of October 1. Records required: DI, SC, S1, S2, AC, AM
```

Page: 3 of 46

# December Special Ed count (Due by December 15)

Snapshot <u>as of</u> December 1 (unless it's on a weekend, then the following Monday). Records required: DI, SC, S1, S2

### Year-end (S3 and CTE) (Due by July 15)

All activity for the school year. Records required: DI, SC, S1, S2, AC, AM

No files will be processed after the due dates unless an extension has been granted your district by the appropriate person.

Year-end and October Fall Enrollment extensions are granted by: Larry Newton (538-7668; lnewton@usoe.k12.ut.us)

December Special Ed extensions are granted by:

Cal Newbold (538-7724; cnewbold@usoe.k12.ut.us)

The extension will be good through a specific date.

NOTE 2: Items in this document denoted with  $^{\prime}\star^{\prime}$  were <u>ADDED</u> for the 2004-2005 school year (see 'Revisions' at the end of the document).

Items in this document denoted with  $\ensuremath{^{\circ}}\ensuremath{\text{@'}}$  were  $\ensuremath{\underline{\text{CHANGED}}}$  for the 2004-2005 school year (see 'Revisions' at the end of the document).

All other items were present and unchanged for the 2003-2004 Year-end processing (or earlier).

- NOTE 3: <u>ALL</u> clearinghouse updates must be complete updates (<u>ALL</u> pertinent records for the update period for ALL schools in the district).

  Although the Data Warehouse is only loaded at Year-end at the present time, it is important to be able to load the Data Warehouse at any time. Therefore, each update must be complete to sure that all pertinent data will get loaded.
- NOTE 4: 180 DAY EQUIVALENT is referred to several times in this document. The calculation for 180 day equivalency is as follows:

ROUND(a \* (180 / b)) where the values for a and b are as follows:

- <u>S1 Days Attended</u>  $a = \text{number of days student was in } \underline{attendance}$  (SCHOOL)
  - $b = \text{number of days } \underline{SCHOOL} \text{ was in session}$
- $\underline{S2}$  Membership  $a = \text{number of days student was in } \underline{membership}$  (SCRAM)
  - b = number of days SCHOOL was in session
- AM Membership  $a = \text{number of days student was in } \underline{membership}$  (COURSE)
  - b = number of days COURSE was in session

(examples on next page)

```
Example 1 (S1 Membership):
```

Student was actually enrolled for 160 days in a year round school that was in session for 172 days.

```
a = 160 (days in membership)

b = 172 (days school in session)
```

- = 160 \* (180 / 172)
- = 160 \* 1.0465= ROUND(167.44)
- = 167

```
Example 2 (AM Membership):
```

A student was enrolled 114 days in a class that lasted two trimesters, where each trimester lasts exactly 60 days.

```
a = 114 (days in membership)
b = 120 (days course in session)
```

- = 114 \* (180 / 120)
- = 114 \* 1.5
- = ROUND(171.000)
- **=** 171

The membership sent in on the **AM record** will ONLY be used to determine the <u>average</u> class size when the data is loaded into the Data Warehouse. The calculation used in the warehouse will be:

SUM of the aggregate membership / 180

That's why it's necessary for the AM membership to also be supplied in 180 day equivalency, even for those classes that are in session less than 180 days.

For classes that meet every day of the school year (180), it's fairly straight forward. However, for classes that don't meet 180 days (half year classes, every other day classes, etc), it gets a little confusing.

An example of the average class size calculation:

For simplicity, assume a class of 3 students. The class is a half year class (say 90 days) but only meets every other day ('days in session' is 45). The 3 students have actual membership in the class of 45, 30, and 15 days respectively. The key terms here are the 'actual membership' of the student and the 'days in session' for the class. The calculations of the membership days to report on the AM records, as outlined on the previous page, are as follows:

```
45 * (180 / 45) = 180
30 * (180 / 45) = 120
15 * (180 / 45) = 60
```

For this class, the SUM of the aggregate membership expressed in  $180\ \mathrm{day}$  equivalency is 360.

The <u>average class size</u> for any given day that the class is in session would be  $\underline{2}$  (360 / 180). You can see that if all 3 students were in membership the entire 45 days, the average class size would be 3 (540 / 180).

The same average is achieved by just using the sum of the actual membership divided by the 'days in session':

```
(45 + 30 + 15) / 45 = 2
```

Going into the February 12, 2004 data conference the USOE was proposing that the districts report the actual membership and the 'days in session' for each class and the USOE would do the above calculation. However, the general consensus among districts was that they preferred to continue doing the 180 day equivalent calculations.

# **DISTRICT RECORD**

#### (1) RECORD TYPE "DI="

Must be the first record in each Clearinghouse update batch. This record identifies the **SCHOOL YEAR** and **DISTRICT** of the batch. It is also used to indicate which reports may be run against the data contained in the batch.

Field	Length	Colum Start	nn End 	Valid Values	
RECORD-ID DISTRICT NUMBER YEAR IDENTIFIER SCHOOL YEAR MONTH IDENTIFIER WHICH MONTH	03 02 04 04 04 03	001 004 006 010 014 018	003 005 009 013 017 020	DI= Numeric District Number ,YR= Numeric Century & Year ,OK= Three character alphabetic identifier. This indicate Clearinghouse which month school year that the data complete for. Valid month listed below. This field flag which reports can be from your Clearinghouse dareport is required at the June, say the S3 report, k Clearinghouse indicates the last update took place in the S3 report will not run	c month es to the during the is IDS are is used to printed ata. If a end of out the hat your December,
				receive your data for June	

# NOTE: This can ONLY be a State assigned and approved district number

SAMPLE "DI" RECORD

1 2 ....5....0

DI=14, YR=2004, OK=OCT

Note: The above record indicates that the update was received from Jordan School District for School Year 2004, and that the student information in this update is complete through the month of October.

VALID	MONT	H-ID'S
JAN	MAY	SEP
FEB	JUN	OCT
MAR	JUL	NOV
APR	AUG	DEC

Page: 6 of 46

# **SCHOOL RECORD**

#### (2) RECORD TYPE "SC="

This record identifies a new **SCHOOL** within an update batch. All student records that follow this "**SC**" record will be identified as belonging to this school. The first record following the "**DI**" record in an update batch must be an "**SC**" record, and an additional "**SC**" record must be present to indicate each new School within a batch.

Field	Length	- Colu Start		Short Description
RECORD-ID	03	001	003	SC=
SCHOOL NUMBER	03	004	006	Numeric School Number (See note)
DAYS IN SCHOOL YEAR	03	007	009	Number of days school is in session

# SCHOOL RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Required - ALL updates) The first three characters of the School record musts always contain the record identifier "SC=".

SCHOOL NUMBER: (Required - ALL updates) The actual school number. This will be validated against the schools in the CACTUS database.

NOTE: This can ONLY be a <u>State assigned and approved</u> school number. For questions about or assignment of school numbers, call Deanna Timothy at (801) 538-7674.

DAYS IN SCHOOL YEAR: (Required - ALL updates) The total number of days the school was in session with classroom instruction being conducted. This is NOT the number of elapsed calendar days from the start of school to the end of school.

Can't be blank, must be complete, and must be greater than ZERO

SAMPLE "SC" RECORD

The sample school record above indicates that all student records that follow (until the next school record) will belong to school number 104 and school is in session (classes being held) for 180 days.

Note: School numbers identifying Youth In Custody (YIC) facilities are allowed only to accommodate the inclusion of SCRAM data for YIC students who are simultaneously being served by the district through its special education program. The "schools" which the USOE considers to be YIC facilities are listed by district at: http://www.usoe.kl2.ut.us/data/yic.htm

Page: 7 of 46

# STUDENT RECORD

#### (3) RECORD TYPE "S1="

For each batch update, the Clearinghouse will expect an "\$1" record for each student that has been in membership within a school at any time during the current school year. Basically, a fresh new copy of all student data will be sent in for each update. Before each update for a particular year, all prior updates for that year will be removed from the database. Each new transmission will reflect a new and complete copy of a District's data as of that time.

NOTE: There can only be 1 'S1=' record per student per school. For example, if a student enters and/or exits the same school multiple times, send in only 1 'S1=' record with the EARLIEST entry date and the LATEST exit date (if the last entry was followed by an exit). All pertinent data (membership, attendance, etc) must reflect ONLY the actual time in the school.

			Data Re	ecord		
			Colu	ımn	Doc	
	Field	Length	Start	End	Page	Short Description
	=======================================					
	RECORD-ID	03	001	003	09	S1=
	STUDENT NUMBER	10	004	013	09	Student number
	SOC. SEC. NUMBER	09	014	022	09	Social Security number
	LAST NAME	20	023	042	09	Student last name
	FIRST NAME	16	043	058	09	Student first name
	MIDDLE NAME	16	059	074	09	Student middle name or initial
	BIRTH DATE	08	075	082	09	Student birth date
	GENDER	01	083	083	09	Student sex code
	ETHNICITY	01	084	084	10	Student race
	GRADE LEVEL	02	085	086	10	Student current grade level
	ENTRY DATE	08	087	094	10	School entry date
	EXIT DATE	08	095	102	10	School exit date
9	EXIT CODE	02	103	104	11	School exit code
	SCHOOL MEMBERSHIP	03	105	107	12	School aggregate membership
*	HIGH SCHL COMPL STATUS		108	109	12	High School Completion Status
	PART-TIME HOME SCHOOL	01	110	110	13	Part-Time Home Schooled indicator
	CONCENTRATOR	06	111	116	13	Concentrator Code
	VOC-ACADEM DISADV	01	117	117	13	Voc. Academically Disadvantaged
	TECH PREP	01	118	118	13	Tech. Prep
9	TRIBAL AFFILIATION	01	119	119	14	Indian tribal affiliation
	LIMITED ENGLISH	01	120	120	14	Limited English Proficiency indicator
	FREE LUNCH	01	121	121	15	Approved for Free or Reduced Lunch
	FREE LUNCH NUMBER	10	122	131	15	Free/Reduced Lunch Application number
	RESIDENT STATUS	01	132	132	15	Resident Status code
	PHONE NUMBER	07	133	139	15	Student home phone number
	MIGRANT	01	140	140	16	Migrant Student indicator
	TRACK	01	141	141	16	School Track
	DAYS ATTENDED	03	142	144	16	Aggregate DAYS in attendance
	HOMELESS	01	145	145	16	Student's 'Homeless' status
-	FIRST ENROLL IN US	08	146	<b>@</b> 153	17	Date first enrolled in U.S. school
-	LEP NATIVE LANGUAGE		<b>9</b> 154	<b>@</b> 156	17	Student's native or first language
9	LEP PARENT LANGUAGE		157	<b>@</b> 159	18	Parents language of preference
	LEP ORAL GRADE		<b>1</b> 60	<b>@</b> 160	18	English oral grade English prof. test
	LEP READ GRADE		161	<b>@</b> 161	18	English read grade English prof. test
	LEP WRITE GRADE		<b>9</b> 162	<b>@</b> 162	19	English write grade English prof. test
	LEP EXIT DATE		<b>9</b> 163	<b>@</b> 170	19	Date Limited English changed to 'E'
	STUDENT ZIP CODE		<b>9</b> 171	<b>@</b> 175	19	Student's zip code - first 5
9	MESA PROGRAM		<b>1</b> 76	<b>@</b> 176	19	Student involvement in MESA program
	DISTRICT OF RESIDENCE		<b>1</b> 77	<b>@</b> 178	19	District of residence (see descr)
9	SCHOOL OF RECORD		179	<b>@</b> 179	20	School is student's 'school of record'
	GIFTED		180	<b>@</b> 180	20	"Gifted" student
	504 SERVICES		181	<b>@</b> 181	20	Student receives section 504 services
	LEP INSTRUCTION TYPE		182	<b>@</b> 184	21	LEP instruction type student receives
	NCLB SCHOOL CHOICE	01	185	185	21	School out of area by choice
	NCLB SUPP SERV LANG	01	186	186	21	Rec'd Supplemental services in Language
*	NCLB SUPP SERV MATH	01	187	187	21	Rec'd Supplemental services in Math

- RECORD-ID: (Col 001-003; Required ALL updates) The first three characters of a Student record must always contain the record identifier "S1=".
- STUDENT NUMBER: (Col 004-013; Required All updates) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND district. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, and gender will be compared to see if it's the same student, which makes it acceptable at the district level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USOE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

SOC SEC NUMBER: (Col 014-022; Optional) This is the student's 9 digit Social Security Number (SSN). It will be edited for completeness, numeric, and uniqueness (within school). Since this is used by Career and Technical Education (CTE) to facilitate collaboration with the Utah Department of Workforce Services in the evaluation of post secondary work placement as required by federal law, there should be an SSN for every student who is also enrolled in a CTE course or who is a CTE concentrator. This field is optional for all other students. However, if you don't have an SSN for a student, please leave this field blank. DON'T USE A PARENT'S SSN or send in a student record with the SSN equal to zero. In no case will the SSN be stored by the USOE in its Data Warehouse.

If it has more than 1 zero at the beginning ['00.....'], it's invalid

LAST NAME: (Col 023-042; Required - ALL updates) Student's last name as it appears on his/her birth certificate, can be up to 20 characters in length.

Left justified with trailing blanks.

FIRST NAME: (Col 043-058; Required - ALL updates) Student's first name as it appears on his/her birth certificate, can be up to 16 characters in length.

Left justified with trailing blanks.

MIDDLE NAME: (Col 059-074; Optional) Student's middle name or initial as it appears on his/her birth certificate, can be up to 16 characters in length.

Left justified with trailing blanks.

BIRTH DATE: (Col 075-082 ; Required - ALL updates) Student's birth date, it must include the century. The format is YYYYMMDD.

Must be a valid date; can't be current or future date; calculated age can't be less than 3 or greater than 23.

GENDER: (Col 083; Required - ALL updates) Student's gender code.

CODE MEANING
Male Student
Female Student

ETHNICITY: (Col 084; Required - ALL updates) Student's ethnic code.

Race Code	Description
A	Asian
В	Black, not of Hispanic Origin
С	White, not of Hispanic Origin
H	Hispanic
I	American Indian or Alaskan Native
P	Pacific Islander
U	Unknown

ONLY above codes are valid; Blank is an error

CODE	GRADE LEVELS
-1 or PK	For Pre-Kindergarten
00 12	For Kindergarten thru Grade 12

Note: For special education students in an ungraded setting, determine the grade level on the basis of the student's chronological age according to the following table:

Age before School year		BIRTHDAY is: ON or AFTER Sept 2
3		PK
4	00	PK
5	01	00
6	02	01
7	03	02
8	04	03
9	05	04
10	06	05
11	07	06
12	08	07
13	09	08
14	10	09
15	11	10
16	12	11
17-21	12	

ENTRY DATE: (Col 087-094 ; Required - ALL updates) Date the student entered school this school year. If the student entered the same school multiple times, please use the <u>first</u> entry date. It must include the century. The format is YYYYMMDD.

EXIT DATE: (Col 095-102; Optional unless there is an EXIT CODE) Day following the last day of school attendance. If the student exited the same school multiple times, please use the <u>last</u> exit date. It must include the century. The format is YYYYMMDD. If the student is still attending school, or at year-end was still attending, please leave this field blank.

Note: If a student record contains an EXIT DATE prior to or on Oct 1 or Dec 1, that student will NOT be counted in either the OCT 1 or DEC 1 counts because an EXIT DATE of Oct 1 or Dec 1 means the last day was actually Sept 30 or Nov 30 respectively. If a student exits a school and then re-enters that same school, please leave this field blank.

Page: 10 of 46

**EXIT CODE:** (Col 103-104; Optional unless there is an EXIT DATE) This code identifies the reason for the above exit date.

	Parame
EXIT CODE DE	Reason Death
DO	
EX	Dropout Expelled
FE	-
Q1	Foreign Exchange Student
Q1 Q2	Early Graduate 1st Quarter Senior Year  Early Graduate 2nd Quarter Senior Year
Q2 Q3	Early Graduate 2nd Quarter Senior Year  Early Graduate 3rd Quarter Senior Year
SU SU	Suspended
TD	Transferred within the District
TH	Transferred to home schooling
TO	Transfer out of State
TP	Transferred to a Private School
TS	Transferred to another District or charter school within
15	the State
TT	Transferred to another Track within the School
T1	Early Graduate 1st Trimester Senior Year
Т2	Early Graduate 2nd Trimester Senior Year
WD	Withdrawal
11	Early Graduate 11th Grade
Blank	If EXIT DATE is left blank
Diam	II Inii biii ib icic biain
Note (1):	If the student is a senior (GRADE LEVEL = 12) and none of
	the exit codes apply, use the HIGH SCHOOL COMPLETION STATUS
	field.
Note (2):	If the exit code indicates Early Graduate (11, Q1, Q2, Q3,
	T1, T2), the HIGH SCHOOL COMPLETION STATUS field must
	contain 'GR'.
Note (3):	Use 'DO' for students in any update who were dropped from
	membership under the 10-day rule [see R277-419-1(0) at
	http://www.rules.utah.gov/publicat/code/r277/r277-419.htm] and
	cannot be properly accounted for at the time of the update
	by any other exit code
Note (4):	Students who are coded as "EX" or "SU" in the Year End
Note (4):	upload will be considered dropouts after the following
	October upload unless they have an "S1" or "ES" record in
	the October upload.
	one cocoper aprodu.
NOTE (5):	Use "WD" only for situations such as a serious illness
(-, -	or injury in which the reasons for nonattendance due to
	inability to participate in schooling are known and
	documented but do not involve a transfer as such.

NOTE (6): Use "FE" for students who withdrew to, and actually did,

exchange student.

formally enroll in school in another country as a foreign

Page: 11 of 46

SCHOOL MEMBERSHIP: (Col 105-107; Required) Regular student aggregated school membership. This field should be recalculated for each update and should reflect the total aggregate school membership for this school year, accurate up to the day you create the update file. Membership days should be reported in 180 day equivalent days (see page 4 for 180 equivalent calculation).

Must be complete (right justify, zero fill), '000' is OK, blank is an error.

- Note (1): Include only regular school membership days in this total.

  For self-contained Special Ed. students, any self-contained membership days should NOT be included here. Report all self-contained membership days on an "S2" record. For resource Special Ed. students, their membership in school is included on the "S1" record and their membership in the resource program is included on the "S2" record.
- Note (2): If you have Special Ed. students that are attending private schools and have no regular school membership days to report, but do have SCRAM membership, please enter the three characters "PVT" in this field, and report their SCRAM Membership on an "S2" record.
- Note (3): If the school identified in the "SC" record for this student is a YIC facility, this field must be '000'.
- Note (4): The sum of  $\frac{school}{(some S2's)}$  membership (S1) and  $\frac{self-contained}{days}$  SCRAM membership (some S2's) cannot exceed 180 days.
- \* HIGH SCHL COMPL STATUS: (Col 108-109) All students who are seniors (GRADE LEVEL = 12) and who do not have an EXIT CODE must have one of the following codes indicating the final outcome of their schooling:

CODE	MEANING
GR	Basic High School Diploma
AC	Alternative Completion Diploma
CT	Certificate of Completion
RT	Retained Senior
GP	Graduation Pending
DO	Dropout

Note (1): Use of the "GR", "AC", and "CT" codes is governed by R277-705-4 (see

http://www.rules.utah.gov/publicat/code/r277/r277-705.htm#T4)

- Note (2): Use "DO" for seniors who: (a) were enrolled on the last day of the school year but (b) had not completed all of the requirements for any of the diplomas or certificates ("AC", "CT", "GR") and (c) are not retained seniors. "GP" may be used for the subset of these same students who are enrolled in a summer program with the expectation of completing high school by October 1. However, if the following October upload does not contain an ES record for such a student with an AC, CT, OR GR, indicating that they did, in fact, complete high school, the status of the student will be changed to DO in the Data Warehouse.
- Note (3): Use "RT" for students who meet the criteria listed in R277-419-4(1)(i) for continuing to enroll beyond the age of 17 after one's cohort has graduated.
- Note (4): For the calculation of the NCLB/AYP graduation rate, "GR" and "AC" will be counted as graduates and "CT" and "DO" will be counted as dropouts, unless the status of the latter is modified

Page: 12 of 46

PART-TIME: (Col 110 ; Optional) This is for indicating the enrolled child is home schooled part of the day or attends a private school part of the day.

A part time "home schooled" student is a child:

- a) whose family received a certificate in accordance with Utah Code 53A-11-102 exempting him/her from public school attendance AND
- b) who is enrolled in a public school for part of the day

A part time "private school" student is a child:

- a) who is enrolled in a private school AND
- b) who is enrolled in a public school for part of the day

CODE
H Home Schooled
P Private School
Blank All others

CONCENTRATOR: (Col 111-116; Optional) Concentrator Code. This is a six digit numeric field requested for students in Career and Technical Education (CTE) programs.

If not blank it must be complete, all numeric, and S1 must contain an SSN (CTE requirement)

Note: "Concentrator" is defined as a student who completes three semesters (1.5 credits) of training in the same CTE program area during grades 9-12. A CTE Program area consists of all courses beginning with the same first two digits of the CIP Code.

You should include the first two digits of the group of courses completed as described above plus "0000". For example '510000 for those who took 3 semester classes (1.5 credits) in the Health Sciences Program Area. The field should be blank if not a concentrator.

**VOC-ACADEM DISADV: (Col 117 ; Optional)** Used to identify Vocational Academically Disadvantaged students.

CODE MEANING

D Disadvantaged (Cum GPA 1.99 or below [grades 9-12 only] )

Blank All others

TECH PREP: (Col 118; Optional) This code identifies a College Tech Prep student.

CODE MEANING

Y Yes, a Tech. Prep Student

Blank All others

Note: College Tech Prep is defined at

http://www.usoe.k12.ut.us/ate/TechPrep/TechPrep.htm

Page: 13 of 46

@ TRIBAL AFFILIATION: (Col 119 ; Optional until year-end 2006) This code indicates the tribal affiliation of students identified as "Indian" in the ETHNICITY field.

CODE	MEANING					
G	Goshute					
N	Navajo					
P	Paiute					
s	Northwest Band Shoshone					
U	Ute					
0	Other tribe					
Blank	Other than "I" in ETHNICITY					

If ETHNICITY is "I", TRIBAL AFFILIATION cannot be blank and, conversely, if TRIBAL AFFILIATION is not blank ETHNICITY must be 'I' (beginning year-end 2006)

LIMITED ENGLISH: (Col 120 ; Optional) This code identifies students with limited English proficiency.

CODE	MEANING
A	Non-English proficient in speaking, reading and writing
В	Limited English proficient in speaking, reading and writing
С	Fluent in one of the language modalities and limited in one
	or more
D	Monitored student for 2 years for English proficiency and
	application
E	Former LEP student who is fully proficient in English
	speaking, reading and writing and has been exited for an
	alternative language services program and fully functioning
	in the mainstream.
Blank	All others (non-LEP student)

- If 'A', 'B', or 'C' here:
  - fields LEP NATIVE and LEP PARENT languages must be present
  - at least one of the LEP 'grade' fields must be present (LEP ORAL GRADE, LEP READ GRADE, LEP WRITE GRADE)
- If 'E' here:
  - field LEP EXIT DATE must have a valid date.
- Note 1: Students who are 'A', 'B', 'C', or 'D' will be counted as "limited English proficient" (LEP) in accountability reporting.
- Note 2: Students who are 'E' need to have that designation continued on his/her S1 record for 2 years beyond the school year in which he/she was initially submitted as a former LEP student.

Page: 14 of 46

**FREE LUNCH: (Col 121 ; Optional)** This code identifies the status of students with respect to "economic disadvantage".

CODE	MEANING
A	FREE (By Application)
В	Direct Certification
С	Reduced Benefits
D	Application Denied
M	McKinney (student automatically qualifies for meal benefits
	because of "homeless" status)
s	Receives meal benefits ONLY because the school offers free
	lunch to ALL students
Y	Economically Disadvantaged (may be used where other codes
	are not strictly applicable (see note 1)
Blank	NOT economically disadvantaged

If 'M' here, there must also be a number from 1 to 6 in field HOMELESS, regardless of the update (Oct 1, Dec 1, or Year-End).

Note (1): In schools which do not offer federally sponsored lunch programs, classify as "Y" all students who are economically disadvantaged according to the criteria established by the LEA. A convenient, but not officially mandated, source of criteria for this purpose are the annually revised Income Eligibility Guidelines published by the Food and Nutrition Services unit of the U.S. Dept. of Agriculture (see http://www.fns.usda.gov/cnd/care/Regs-Policy/IncomeEligibility/disclosure.htm).

Note (2): Students who are A, B, C, M, or Y will be counted as "economically disadvantaged" in accountability reporting.

FREE LUNCH NUMBER: (Col 122-131; Optional) This is the application number of the Free/Reduced lunch application. The field is 10 bytes long, left justified. Alphanumeric data is acceptable. Leave this field blank if the FREE LUNCH field is left blank.

If this field contains a value, field FREE LUNCH must not be blank

RESIDENT STATUS: (Col 132; Optional) This code identifies non-resident students.

CODE	MEANING
A	Non-Utah Resident
В	Utah resident but NOT District resident
С	District resident enrolled in another state
F	Non U.S. resident enrolled as a Foreign Exchange student
Blank	All others

PHONE NUMBER: (Col 133-139; Optional) This is the seven digit student home phone number. This field is numeric or left blank if no number is available. Since this is used by Special Education to facilitate monitoring of educational services provided to children with disabilities as required by federal law, there should be a phone number for each student who has an "S2" record. This field is optional for all other students. In no case will the phone number be stored by the USOE in its Data Warehouse.

Page: 15 of 46

MIGRANT: (Col 140 ; Optional) A migrant student is a student who enrolled during the year AND has a Certificate of Eligibility (COE) form on file in the district.

CODE MEANING

Y Migrant Student

Blank All others

NOTE: Please direct questions about the COE to the USOE Migrant Education Specialist, Max Lang, at (801) 538-7725.

TRACK: (Col 141 ; Optional) This code identifies the school track a student is enrolled in.

CODE MEANING

"A" - "F" For track "A" through track "F"

Blank All others

DAYS ATTENDED: (Col 142-144; Required at Year-End) This represents the <u>sum</u> of days attended by the student in both regular (S1) and <u>self-contained</u> special education (some S2 or SCRAM) settings and should be reported in 180 day equivalent days (see page 4 for 180 equivalent calculation). A student should be counted as 'in attendance' on a school day if the student was counted on the roll by a teacher as being "present":

Grades 1-6 : at any time during the day
Grades 7-12: in at least one period of the day

BLANK is an error at year-end. If present, must be complete (right justify, zero fill); '000' is OK; Can't be greater than the sum of  $\underline{school}$  membership and  $\underline{self-contained}$  SCRAM membership; BLANK is OK for Oct 1 and Dec 1 but if present, all above constraints apply.

HOMELESS: (Col 145 ; Required at Year-End) Student's homeless status.

#### CODE MEANING

- 0 Not homeless
- With another family because of a loss of housing or economic hardship
- 2 In a motel or hotel
- 3 In a shelter (emergency, transitional, or domestic violence)
- 4 In a car, park, campground, or public place
- 5 Somewhere without adequate facilities (running water, heat, electricity)
- 6 Student seeks enrollment without accompanying parent (not to include youths in foster care)

Above codes are OK; BLANK is an error at Year-End; If present for Oct 1 or Dec 1 it will be edited for above values.

Page: 16 of 46

@ FIRST ENROLL IN US (Col 146-153): If the student was born outside of the United States, enter the date of the student's first enrollment in a school in the United States. Otherwise, leave blank.

If entered it must be a valid date (19yymmdd or 20yymmdd) and NOT greater than the current date or school enter date.

- If ONLY the month and Year are known, use the last day of the month for the day.
- If ONLY the year is known, direct registrar personnel to question the parent/student to determine, at a minimum, the month. Then use the above rule for the day.
- NOTE (1): For the purposes of this data collection program, "outlying areas" (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be "outside" of the United States.
- NOTE (2): This field is used to identify "immigrants" for the purposes of (a) disaggregating test scores for AMAO and AYP reporting and (b) for obtaining Title III funds.
- NOTE (3): AMAO means "Annual Measurable Achievement Objective" and refers to the monitoring of progress in the use of the English language by LEP students as required under NCLB Title III. AMAO will also require additional Clearinghouse fields in 2005-06. More information about this will be available after September 2004 with the launching of an AMAO website. In the meantime, please contact Nancy Giraldo at (801) 538-7709, with any questions.
- @ LEP NATIVE LANGUAGE (Col 154-156): Native or first language of student

Required at Year-End <u>IF</u> field LIMITED ENGLISH is A, B or C. BLANK is OK for Oct 1 or Dec 1 (regardless of value of LIMITED ENGLISH) but if present it will be edited for valid values. Valid values are listed after field LEP PARENT LANGUAGE.

NOTE: The primary source for these language codes is ISO 639.2; for more information, see http://www.loc.gov/standards/iso639-2.

Page: 17 of 46

Required at Year-End <u>IF</u> field LIMITED ENGLISH is A, B or C. BLANK is OK for Oct 1 or Dec 1 (regardless of value of LIMITED ENGLISH) but if submitted it will be edited for valid values, listed next:

#### Valid codes for LEP NATIVE LANGUAGE and LEP PARENT LANGUAGE are:

#### Code Language ARA Arabic KHM Cambodian (Khmer) CHI Chinese (Cantonese or Mandarin) CPF Creole (French based only) SCR Croatian (include here also Bosnian and Serbian) ENG English HMN Hmong JPN Japanese KOR Korean Laotian LAO NAV Navajo North American Indian languages (other than Navajo) NAI POR Portuguese RUS Russian SMO Samoan SPA Spanish TGL Tagalog (Filipino) TON Tongan VIE Vietnamese MIS Other [Miscellaneous] (all languages not in list above)

NOTE: The primary source for these language codes is ISO 639.2; for more information, see http://www.loc.gov/standards/iso639-2.

LEP ORAL GRADE (Col 160): Student's letter grade on oral scale of an English Proficiency test (see 'NOTE' after LEP WRITE GRADE below)

If entered: Valid values are:

M (non English proficiency)
L (limited English proficiency)
F (fluent English proficiency)

LEP READ GRADE (Col 161): Student's letter grade on reading scale of an English Proficiency test (see 'NOTE' after LEP WRITE GRADE below)

If entered: Valid values are:

M (non English proficiency)
L (limited English proficiency)
F (fluent English proficiency)

Page: 18 of 46

**LEP WRITE GRADE (Col 162):** Student's letter grade on writing scale of an English Proficiency test (see 'NOTE' below)

If entered: Valid values are:

M (non English proficiency)
L (limited English proficiency)
F (fluent English proficiency)

NOTE: IF field LIMITED ENGLISH is A, B, or C at least one of the "LEP GRADE" fields (Oral, Reading, Writing) is required.

**LEP EXIT DATE (Col 163-170):** The date the LEP student was advanced to LIMITED ENGLISH code 'E' (Former ALS student - exited). Format **YYYYMMDD**.

Required IF field LIMITED ENGLISH is 'E' (must be a valid date).

STUDENT ZIP CODE: (Col 171-175 ; Required at Year-End) First 5 digits of the zip code of the student's home address.

Complete, All numeric, must start with '84' unless field RESIDENT STATUS is 'A'  $^{\text{NA}}$ 

@ MESA PROGRAM (Col 176): Identifies the degree of student involvement in the MESA (Math, Engineering, Science Achievement) program during the year.

CODE	MEANING
A	Student joined MESA and met all district requirements to be recognized as having fully participated in the MESA program for the year
В	Student joined MESA and participated in at least one MESA activity
С	Student joined MESA but did not participate in any MESA activity
Blank	All others

If entered only blank, 'A', 'B' or 'C' is allowed

DISTRICT OF RESIDENCE: (Col 177-178 ; Optional for regular districts [01-40])

Intended use is for "districts" with numbers other than 01-40 such as charter schools and Edith Bowen. This is the REGULAR district number (01-40) in which the student resides.

CODE	MEANING
01-40	Valid <u>regular</u> Utah school district number

**Required** for non-regular school districts such as charter schools and Edit Bowen. Must be complete; include a leading zero for district numbers less than 10.

NOTE: This will be used to allocate charter school and Edith Bowen Lab school students to their "home" districts and, consequently, to appropriately allocate funds and (b) attribute accountability for student performance.

Page: 19 of 46

# @ SCHOOL OF RECORD (Col 179): October Fall Enrollment and Year End S3 [demographics section])

The "SC" record this "S1" follows is the ONE school to which data should be attributed for the student.

CODE MEANING

N  $\underline{\text{NOT}}$  the student's school of record Blank The student's school of record

NOTE (1): This is for students enrolled in more than one school in

the district **at the same time** on October 1. Only one of the schools can be the SCHOOL OF RECORD and school and district counts will be incremented in the October upload and in the Demographics section of the S3 report derived

from the Year End upload for only those students with

nothing (BLANK) in this field.

NOTE (2): If the Clearinghouse edit program, by using the ENTRY DATE

and EXIT DATE fields, determines that a student was enrolled in two or more schools on October 1 (or, in other words, has two or more S1 records showing enrollment on October 1), it will then check for a blank in only one of

the SCHOOL OF RECORD fields in the S1 records. If it discovers more than one blank, it will issue an error, and the LEA will be required to decide and, by correcting its Clearinghouse file, indicate the one school to which the student should be considered as belonging on October 1.

#### GIFTED (Col 180 ; Optional):

Indicates if the student was identified by the local education agency as being eligible for participation in a program for the gifted and talented.

CODE MEANING

Y Gifted Student Blank All others

Note: If the student was enrolled in an Advanced Placement or Concurrent enrollment course but was not formally identified as gifted by the local education agency, leave this field blank.

# 504 SERVICES (Col 181 ; Optional):

The student received services under Section 504 of the Rehabilitation Act of 1973.

<u>CODE</u> <u>MEANING</u>

Y Received 504 services

Blank All others

Page: 20 of 46

#### @ LEP INSTRUCTION TYPE (Col 182-184):

The type of LEP instruction the student receives.

CODE	MEANING
BIH	Heritage Language Instructional Programs
BIN	Native Language Support
BIT	Transitional Bilingual
BIW	Two-way Bilingual
DUL	Dual Language
ESL	English as a Second Language
IMP	Partial English Immersion
IMS	Structured English Immersion
IMT	Total English Immersion
SEI	Sheltered English Instruction
Blank	All others

#### Required If LIMITED ENGLISH is A, B or C (can't be blank)

Note (1): If you are uncertain about how to classify an instructional program for English Language Learners, please contact the USOE Alternative Language Services specialist, Nancy Giraldo, at (801) 538-7709, for assistance.

Note (2): With the exception of "Sheltered English Instruction"

(SEI), this classification of programs is based on the permissible values for Type of Language Instruction specified in Version 6 of the **EDEN Disaggregation Categories** (May 17, 2004, p. 42) by the U.S. Dept. of

Education. For more information, see http://evalsoft07.evalsoft.com/pbdmi/doc-dmi/

EDEN%20Disaggregation%20Categories%20v6%205-24-04.doc

### \* NCLB SCHOOL CHOICE (Col 185):

Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title I Part A.

CODE	MEANING
	Enrolled by choice under provisions of NCLB Title I Part A
Blank	All others

# \* NCLB SUPP SERV LANG (Col 186):

Indicates whether the student received supplemental services in Language Arts, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service. See the list of providers below NCLB SUPP SERV MATH

# \* NCLB SUPP SERV MATH (Col 187):

Indicates whether the student received supplemental services in Mathematics, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service.

CODE	MEANING
1	Lindamond Bell
2	Connections After School
3	SMART
4	U of U Reading Clinic
5	HOSTS Learning
6	Prime Time Academy
Blank	Did not receive supplemental services

# **SCRAM RECORD**

#### (4) RECORD TYPE "S2="

For each batch update, the Clearinghouse will expect an "S2" record for each "SCRAM" student that has been in attendance within a school at any time during the current school year. This record basically identifies the SCRAM membership a student has had within a Self-Contained/Resource Code and Time/Setting. For those students that may have multiple Resource or Self-Contained conditions during the year, multiple "S2" records should be included in the update.

Field	Length	Data Re Colu Start	mn	Doc Page	Short Description
RECORD-ID	03	001	003	22	S2=
STUDENT NUMBER	10	004	013	22	Student number
SCRAM RESOURCE	02	014 @	015	23	Scram Resource/Self-Contained code
SCRAM TIME/SETTING	01 @	016 @	016	23	Scram Time/Setting code
SCRAM ENTRY DATE	08 <b>@</b>	017 @	024	23	Scram Entry Date
SCRAM EXIT DATE	08 <b>@</b>	025 <b>@</b>	032	23	Scram Exit Date
@ SCRAM EXIT REASON	01 6	033 <b>@</b>	033	24	Scram Exit Reason code
SCRAM MEMBERSHIP	03 <b>@</b>	034 <b>@</b>	036	24	Scram aggregate membership

# SCRAM RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003; Required - ALL updates) The first three characters of a SCRAM record must always contain the record identifier "S2=".

STUDENT NUMBER: (Col 004-013; Required - ALL updates) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the Clearinghouse to store SCRAM membership, a student "S1" record for each student having SCRAM data must also be present in the update. You must include the same student identification number on this SCRAM update record as you did on the "S1" record. This number will be used as a key to find the student data so this SCRAM membership can be attached.

Page: 22 of 46

# SCRAM RECORD (DETAILED FIELD DESCRIPTIONS - cont)

SCRAM RESOURCE: (Col 014-015; Required - ALL updates) The following table contains all currently valid Handicapping Resource/Self-Contained codes. A SCRAM code should be assigned from this table based on both the Time Frame code (A-F; J-N; P-R) and the particular student's Handicap Type.

				Time Frames									
Handicap Type	A	В	C or F	D	E	J	K	L	M	N	P	Q	R
Intellectual Disabilities	01	01	AS	AΗ	ΑT	ΑJ	AK	ΑL	AM	AN	AP	AQ	AR
Traumatic Brain Injuries	02	02	BS	BH	BT	ВJ	BK	$\mathtt{BL}$	BM	BN	ВP	BQ	BR
Specific Learning Disabilities	03	03	cs	CH	CT	СJ	CK	CL	CM	CN	CP	CQ	CR
Behavior Disorders	04	04	DS	DH	$\mathbf{DT}$	DJ	DK	$\mathtt{DL}$	DM	DN	DP	DQ	DR
Deaf	05	05	ES	EΗ	$\mathbf{ET}$	ΕJ	EK	EL	EM	EN	EР	EQ	ER
Hearing Impairments	06	06	FS	FH		FJ	FK	FL	FM	FN	FP	FQ	FR
Comm. Disorder: Speech/Lang Impair.		07	HS	HH		НJ	HK	$_{\mathtt{HL}}$	HM	HN	ΗP	HQ	HR
Development Delays (Preschool Only)		80	IS	ΙH		IJ	IK	IL	IM	IN	ΙP	IQ	IR
Orthopedic Impairments		09	JS	JH	JT	JJ	JK	JL	JМ	JN	JP	JQ	JR
Other Health Impairments		10	KS	KH	KT	ΚJ	KK	KL	KM	KN	ΚP	KQ	KR
Visual Impairments		11	LS	LH	LT	LЈ	LK	LL	LM	LN	LP	LQ	LR
Multi-Disabilities		12	MS	MH	MT	MJ	MK	ML	MM	MN	MP	MQ	MR
Dual Sensory Impairment (Deaf-Blind)		13	NS	NH	NT	NJ	NK	NL	NM	NN	NP	NQ	NR
Autism		14	os	OH	OT	OJ	OK	OL	OM	ON	OP	QO	OR

SCRAM TIME/SETTING: (Col 016 ; Required - ALL updates) This is the TIME FRAME (A-F, J-N, P-R) used above.

Time Frames (A and B) are for Resource Students.

Time Frames (C,D,E,F) are for Self-Contained Students.

Time Frames (J,K,L,M,N,P,Q,R) are for Pre-school Students ( $\underline{NOT}$  considered self-contained).

### CODE MEANING

- A 1-59 Minutes of special education/related service (Regular).
- B 60-179 Minutes of special education/related service (Resource).
- C 180 min. or more of special education/related service (Self-Contained)
- F 180 min. Or more of special education/related service (Regular).
- D Any homebound/hospitalized student.
- E Students in a separate special education school facility.
- J Pre-school Early childhood setting
- K Pre-school Early childhood, special education setting
- L Pre-school Home setting
- M Pre-school Part time early childhood setting

Part time early childhood special education setting

- N Pre-school Residential setting
- P Pre-school Separate school setting
- Q Pre-school Itinerate services outside the home setting
- R Pre-school Reverse mainstreaming setting

SCRAM ENTRY DATE: (Col 017-024 ; Required - ALL updates) This is the date the student first began receiving Special education related services. This date must include the century. The format is YYYYMMDD.

SCRAM EXIT DATE: (Col 025-032; Optional unless there is a SCRAM EXIT CODE) This is the day following the last day the student received special education related services for a particular handicapping condition. This date must also include the century. The format is YYYYMMDD. If the student is still receiving special education related services or at year-end was still receiving services, please leave this field blank.

Determining inclusion or exclusion of the student in the DEC 1 extract using this date is the same as the school exit date (see "S1" record - field EXIT DATE).

A valid date must be present if SCRAM EXIT REASON is entered

#### SCRAM RECORD (DETAILED FIELD DESCRIPTIONS - cont)

@ SCRAM EXIT REASON: (Col 033; Optional unless there is a SCRAM EXIT DATE) This code identifies the reason this student exited special education related services.

CODE	REASON
A	RETURNED TO REGULAR PLACEMENT
D	REACHED MAXIMUM AGE
S	SERVICE CHANGE
Blank	If SCRAM EXIT DATE is left blank

A valid SCRAM EXIT REASON must be entered if a SCRAM EXIT DATE is Entered. If an S1 EXIT DATE and S1 EXIT CODE are entered, SCRAM EXIT REASON can be blank, even if SCRAM EXIT DATE is entered.

Note: If this code is "D" (Reached Maximum Age), the HIGH SCHOOL COMPLETION STATUS field in the S1 record must be "DO" (Dropout).

SCRAM MEMBERSHIP: (Col 034-036; Required) SCRAM aggregated membership. This field should reflect the total aggregate days of membership within this SCRAM Resource/TIME FRAME accurate up to the day you create the Clearinghouse update file. If a Student moves from one SCRAM Resource/TIME FRAME to another during the year, then multiple "S2" records should be included in the update, each one reflecting membership in a separate SCRAM Resource/TIME FRAME. Membership days should be reported in 180 day equivalent days (see page 4 for 180 equivalent calculation).

Must be complete (right justify, zero fill), blank or '000' is an error.

Note: SELF-CONTAINED membership days SHOULD NOT be included in the regular school membership total on the "S1" record. Report SELF-CONTAINED membership days on this "S2" record only. SCHOOL membership (S1) [+] SELF-CONTAINED membership cannot exceed 180 days. For Special Ed. (RESOURCE) students, their membership days in school are included on the "S1" record and their membership in the resource program are included on the "S2" record.

Page: 24 of 46

# **COURSE MASTER RECORD**

#### (5) RECORD TYPE "AC="

Note: "AC=" transactions are used to define a school's Course Master File. During the update, the COURSE & SECTION field is combined with the PERIOD field to form a unique key for each class period within a school. Any duplicates will be flagged as errors.

Each class must have a unique value in the COURSE & SECTION field. Course Master records with duplicate COURSE & SECTION fields will be interpreted as a block class that spans two or more periods.

COURSE MASTER records within a school having duplicate COURSE & SECTION field values will be assumed to be <a href="block classes">block classes</a> and will be processed according to the following rules.

#### CTE Block Classes:

If a CIP CODE is present in the duplicate records, indicating a CTE class, each of the duplicate COURSE MASTER RECORDS and their related COURSE MEMBERSHIP records will be retained. The PERIOD fields of these records must not have any duplicate values.

#### NON-CTE Block Classes:

If a CIP CODE is NOT present in the duplicate records, indicating a NON-CTE class, only the COURSE MASTER RECORD with lowest PERIOD number and its related COURSE MEMBERSHIP records will be retained. This requires that the fields in the retained COURSE MASTER and COURSE MEMBERSHIP records represent the entire block class, not just one period. See block class notes in the COURSE MEMBERSHIP RECORD.

### Single Course Master Record for Block Classes:

A district may choose to report a NON-CTE block class with only one COURSE MASTER record along with its related COURSE MEMBERSHIP records. Except for CTE classes, USOE Data Warehouse does not maintain block class data as separate periods.

Field	Length	Data Re Colu Start	ımn	Doc Page	Short Description
RECORD-ID	03	001	003	26	AC=
COURSE & SECTION	08	004	011	26	Course & Section Number
PERIOD	02	012	013	26	Period Taught
WHERE TAUGHT DIST	02	014	015	26	District where course is taught
WHERE TAUGHT SCHL	03	016	018	26	School where course is taught
TEACHER 1	09	019	027	26	CACTUS ID or SSN of Main teacher
CIP CODE NUMBER	06	028	033	27	Voc. CIP Code Number
SEMESTER LENGTH	01	034	034	27	Voc. Semester Length
COURSE TITLE	20	035	054	27	Course Title
CORE CODE	11	<b>0</b> 055 <b>0</b>	065	27	Graduation Core Code
TEACHER 2 ID	09	<b>0</b> 066 <b>0</b>	074	27	CACTUS ID or SSN of 2nd teacher
TEACHER 3 ID	09	<b>@</b> 075 <b>@</b>	083	27	CACTUS ID or SSN of 3rd teacher
COLLEGE GRANTING C	<b>R</b> 02	<b>0</b> 084 <b>0</b>	085	28	College granting conc enrollment credit
WHERE TAUGHT CAMPUS	<b>s</b> 01	<b>0</b> 086 <b>0</b>	086	28	Where conc enrollment course is taught
INSTRUCT SETTING	02	<b>0</b> 087 <b>0</b>	088	28	Instructional Setting
INSTRUCT HRS SCHED	0.3	<b>a</b> 089 <b>a</b>	091	29	Instructional Hours Scheduled

Page: 25 of 46

# COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS)

- RECORD-ID: (Col 001-003 ; Required) The first three characters of a course master record must always contain the record identifier "AC=".
- COURSE & SECTION: (Col 004-011; Required) This is the unique alphanumeric course + section number that you are using to identify a class within the school (block classes are the exception). The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks. If this is a concurrent enrollment course, you may use this field or the COURSE TITLE field to identify the college course as listed in the college catalog (college department acronym concatenated with the college course number).

Must be at least 2 characters in length

- PERIOD: (Col 012-013; Required) This is a two digit field indicating which period the class is being taught. It should contain numeric data and any leading zero should be included.
  - Note: The course/section and period fields are combined to form a 10 digit key that <u>MUST BE UNIQUE</u> within each school. In other words, each individual class (period) that meets <u>during the year</u> must have a unique number (course/section + period). If more than 1 "AC" record is found for a school with the same 10 digit key, an error condition exists and any duplicates will NOT be loaded into the Clearinghouse.
- WHERE TAUGHT DIST: (Col 014-015; Optional) This field is to be used only if the class is taught at some other district. If this class is taught within the District you are generating transactions for, please leave this field blank and the Clearinghouse will assume that it's taught within that district. If for example, you have students that you send out to a trade school for an CTE class, please include the trade school's two digit district number here.

If present, it will be validated against the CACTUS table of districts.

WHERE TAUGHT SCHL: (Col 016-018; Optional) This field is to be used only if the class is taught at some other school. If this class is taught within the school you are generating transactions for, please leave this field blank and the Clearinghouse will assume that it is taught within that school. If for example, you have students that you send out to a trade school for an CTE class, please include the trade school's three digit school number here.

If present, it will be validated against the CACTUS table of schools. If field WHERE TAUGHT DISTRICT is blank, the validation will be done using the submitting district's number.

TEACHER 1 ID: (Col 019-027; Required) This is the CACTUS ID or SSN of the TEACHER

OF RECORD assigned to the class.

All numeric, ALL ZEROES is invalid (for CACTUS ID, left justify, **DON'T** zero fill), if it contains 9 characters it will be assumed to be an SSN and will be edited as such (I.E. if it has more than 1 zero at the beginning ['00.....'], it's invalid).

NOTE: This doesn't necessarily have to be a teacher. It can be a counselor or student advisor. For "courses" such as RELEASE TIME or others where the teacher is not in CACTUS, enter the CACTUS ID or SSN of the faculty member who authorizes or approves these "courses".

# COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS - cont)

# CIP CODE NUMBER: (Col 028-033 ; CTE Classes Only - Required)

Valid CTE CIP CODE. This is a six digit numeric field.

If entered must be complete and all numeric

# SEMESTER LENGTH: (Col 034; CTE Classes Only - Required)

This is a one digit numeric code that indicates the time frame or length of a CTE class or in the case of a trimester school that the class duration is for a single trimester.

CODE	DESCRIPTION
1	Class held first semester (90 day class)
2	Class held second semester (90 day class)
3	Single trimester class (60 day class)
4	Class held all year (180 day class)

COURSE TITLE: (Col 035-054; Required) Normally, this is the alpha-numeric course title that your school uses to describe the course. If this is a concurrent enrollment course, you may use this field or the COURSE & SECTION field to identify the college course as listed in the college catalog (college department acronym concatenated with the college course number).

CORE CODE: (Col 055-065; Required) This is the 11 digit CORE CODE used in CACTUS (will be validated against the CACTUS database). Must be an <u>active</u> core code - it's an error if the code is *inactive*.

TEACHER 2 ID: (Col 066-074; Optional) The CACTUS ID or SSN of a second teacher assigned to this course master record.

If present, must be all numeric, ALL ZEROES is invalid, can't be the same as field TEACHER 1 ID (for CACTUS ID, left justify, **DON'T** zero fill), if it contains 9 characters it will be assumed to be an SSN and will be edited as such (I.E. if it has more than 1 zero at the beginning ['00.....'], it's invalid).

TEACHER 3 ID: (Col 075-083; Optional) The CACTUS ID or SSN of a third teacher assigned to this course master record.

If present, must be all numeric, ALL ZEROES is invalid, can't be the same as fields TEACHER 1 ID or TEACHER 2 ID, can't be present if TEACHER 2 ID is blank (for CACTUS ID, left justify, **DON'T** zero fill), if it contains 9 characters it will be assumed to be an SSN and will be edited as such (I.E. if it has more than 1 zero at the beginning ['00.....'], it's invalid).

Page: 27 of 46

# COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS - cont)

COLLEGE GRANTING CR: (Col 084-085; Optional unless the CORE CODE contains '13' in positions 7 and 8) The two character "district" number of the college granting the college credit portion of the concurrent enrollment course.

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course. Will be validated against the following "district" numbers of the State's colleges:

49 - Salt Lake Community College	55 - Westminster College
50 - Utah Valley State College	56 - Southern Utah University
51 - Brigham Young University	57 - College of Eastern Utah
52 - University of Utah	58 - Dixie College
53 - Utah State University	59 - Snow College
54 - Weber State University	66 - LDS Business College

WHERE TAUGHT CAMPUS: (Col 086: Optional unless the CORE CODE contains '13' in positions 7 and 8) Where the concurrent enrollment course is taught.

CODE	MEANING
С	College campus
H	High School campus
Blank	if CORE CODE does $\underline{\mathtt{NOT}}$ contain '13' in positions 7 and 8

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course. If a concurrent enrollment student must physically go onto a college campus to attend class this field should be 'C', otherwise it should be 'H'.

CODE	MEANING
CC	Correspondence Course (via postal service)
EC	Early College (not Concurrent Enrollment)
EH	<pre>Electronic High School (http://ehs.uen.org)</pre>
EN	EdNet
IN	Internet (other than through the Electronic High School)
IS	Independent Study (at home or elsewhere NOT under daily direct supervision of teacher of record AND NOT via Electronic High School, Internet or correspondence)
PP	Packet
Blank	Conventional classroom

Page: 28 of 46

# COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS - cont)

# @ INSTRUCT HRS SCHED (Col 089-091 ; Optional)

This is the INSTRUCTIONAL HOURS SCHEDULED or the total number of hours scheduled for instruction in the course during the school year rounded to the nearest integer, using this formula:

ROUND(total minutes class was scheduled / 60)

Must be numeric, ZERO is invalid.

For example, if a course runs 100 minutes a day on Monday and Wednesday and 50 minutes on Friday every week for a school year which lasts 36 weeks, the <a href="mainutes\_class\_was\_scheduled">to use in the above formula is calculated as:</a>

(100 \* 72) + (50 \* 36)

NOTE: Originally scheduled to be  $\underline{required}$  at year end for the 2004-2005 school year but it's  $\underline{OPTIONAL}$  and will be edited if supplied.

Page: 29 of 46

# **COURSE MEMBERSHIP RECORD**

#### (6) RECORD TYPE "AM="

@ @ Note 1: "AM=" transactions are used to define a student's schedule. For every "AM=" transaction, there must be a matching "AC=" (Course Master) record included in your upload file. For students whose GRADE LEVEL is 00, 01, 02, 03, 04, or 05, there can be only one "AM" record.

If the K-5 student is actually assigned to more than one teacher for a part of the school day or the week, identify the "home room" teacher or "teacher of record" in the TEACHER 1 ID field and, optionally, identify up to two more teachers in the TEACHER 2 ID and TEACHER 3 ID fields in the "AC" record.

- Note 2: At year end, every student with more than 10 days total membership (school membership [+] self-contained membership) must have at least 1 'AM=' record with a value greater than zero in field AGGREGATE MEMB. The ONLY exceptions to this are Pre-K students and students enrolled in the district but actually attend school out of state. For example, an error condition will occur if a student (other than the exceptions noted) has an 'S1=' record with more than 10 days school membership or an 'S2=' record with more than 10 days of membership or a combination of school and self-contained membership that total more than 10 days membership and:
  - there are NO 'AM=' record(s)

-OR-

- there is at least 1  $^{\prime}AM='$  record but the total aggregate membership (the sum of field AGGREGATE MEMB for all  $^{\prime}AM'$  records) is ZERO
- Note 3: BLOCK CLASSES You may submit an "AM" record for each student in each reported
  period of a block class. See COURSE MASTER record notes.

CTE Classes: ALL of the individual "AM" records will be retained.

Non-CTE Classes: Only the first "AM" record that matches the retained "AC" record (the one with the lowest PERIOD number) will be retained. All others will be ignored. Therefore, it is imperative that all pertinent data (aggregate membership, entry and exit dates, days attended, credits attempted, grade earned, college credits attempted, instruct hrs) found in the retained "AM" record apply to the entire class.

For example, an "AM" record for a student that's associated with a non-CTE "AC" record is read with COURSE & SECTION of '12345678' and PERIOD '01'. The same student's next "AM" record is also COURSE & SECTION '12345678' but with PERIOD '02'. This, by definition (see notes for the COURSE MASTER record), is a block class, so the second and ALL subsequent AM records with the same COURSE & SECTION are ignored. Only the first "AM" record will be retained for further processing because it matches the retained "AC" record.

Field	Length	Data Re Colu Start	ımn	Doc Page	Short Description
RECORD-ID	03	001	003	31	AM=
STUDENT NUMBER	10	004	013	31	Student number
COURSE NUMBER	08	014	021	31	Course and section number
PERIOD	02	022	023	31	Period taught
AGGREGATE MEMB	03	024	026	31	Aggregate course Membership
COURSE ENTRY DATE	08	027	034	31	Course Entry Date
COURSE EXIT DATE	08	035	042	31	Course Exit Date
DAYS ATTENDED	03	043	045	31	Days attended course
CREDITS ATTEMPTED	04	046	049	32	Number of credits attempted
GRADE EARNED	05	050	054	32	The grade earned for the course
ACTUAL MEMBERSHIP	03	055	057	32	Actual membership (CTE)
CONCURR ENROLLED	01	058	058	32	Student IS attempting college credit
COLLEGE CREDIT ATT	03	059	061	33	College credits attempted
INSTRUCT HRS MEMSH	<b>P</b> 03	062	064	33	Instructional Hours In Membership
INSTRUCT HRS ATTEN	<b>D</b> 03	065	067	33	Instructional Hours In Attendance

Page: 30 of 46

# COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS)

- RECORD-ID: (Col 001-003 ; Required ALL updates) The first three characters of a student membership record must always contain the record identifier "AM=".
- STUDENT NUMBER: (Col 004-013; Required ALL updates) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.
  - Note: For the Clearinghouse to store Course data, a student "S1" record for each student having courses must also be present in the update. You must include the same student identification number on this Course update record as you did on the "S1" record.

    This number will be used as a key to find the student data so this Course data can be attached.
- PERIOD: (Col 022-023; Required) This is a two digit field indicating which period the class is being taught. It must be complete, it should contain numeric, and any leading zeroes should be included.
  - NOTE: The membership record's COURSE NUMBER and PERIOD fields will be combined to locate a matching AC record (using the COURSE & SECTION and PERIOD fields of the AC record).
- AGGREGATE MEMB: (Col 024-026; Required) Course aggregated membership. This field should reflect the total aggregate days of membership for the student within the class accurate up to the day you create the Clearinghouse update file. Membership days should be reported in 180 day equivalent days (see page 4 for 180 equivalent calculation).
- COURSE ENTRY DATE: (Col 027-034; Required) This is the date the student first began instruction in the course. The format is YYYYMMDD.
- COURSE EXIT DATE: (Col 035-042; Optional) This is the day *following* the last day of instruction in the course. The format is YYYYMMDD.
- DAYS ATTENDED: (Col 043-045; Required at year end) The total number of days the student attended the class. Attendance days should be reported in 180 day equivalent days (see page 4 for 180 equivalent calculation).
  - BLANK is OK in October upload but is an error at year-end unless:

INSTRUCTIONAL SETTING in the AC record is CC, EC, EH, IN, or PP OR

WHERE TAUGHT CAMPUS in the AC record is C

Please note that attendance data is required for a student in an EDNET course on the high school campus, even if it is a Concurrent Enrollment course. If not blank it must be complete and all numeric and can't be greater than course membership. If present in Oct upload it will be fully edited.

Page: 31 of 46

# COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS - cont)

CREDITS ATTEMPTED: (Col 046-049; Required at year end for grades 9-12) The amount of credit attempted for the period of time the "AM=" record represents. A decimal is implied between the first and second character.

Must be complete and all numeric, '0000' is OK, BLANK is an error at year end (except grades other than 9-12), if present in Oct 1 upload it will be fully edited.

GRADE EARNED: (Col 050-054 ; Required at year end for grades 9-12) The grade the student earned for the period of time the "AM=" record represents. A decimal is *implied* between the first and second character for a numeric grade.

VALUE	<u>MEANING</u>						
'00000' to '40000'	Actual grade						
'PASS ' or 'P'	Pass (for Pass/Fail type grade only)						
'FAIL ' or 'F'	Fail (for Pass/Fail type grade only)						
'NOGRD' or 'N' or 'NG'	No grade						

Must be complete for numeric grade values (leading and/or trailing zeroes); 'pass/fail' grades and 'No grade' must be as above; BLANK is an error at year end (except grades other than 9-12), if present in Oct 1 upload it will be fully edited.

Note: In calculating the "average grade" for accountability reporting, the USOE will exclude courses graded on a "Pass/Fail" basis.

Thus, for a student who receives an "F" in a "letter grade" course, the grade should be submitted as '00000' to ensure that it is included in summary calculations.

ACTUAL MEMBERSHIP: (Col 055-057; Optional) Actual course membership. CTE COURSES

ONLY. This field should reflect the actual days of membership - NOT

180 day equivalent. If this is left blank, it will be assumed to be the same as, and loaded with, AGGREGATE MEMBERSHIP.

If present it must be complete (All numeric)

CONCURR ENROLLED: (Col 058; Optional) Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a concurrent enrollment class for college credit or taking the class for just high school credit.

VALUE	MEANING
Y	Taking for college credit and high school credit
N	Taking for just high school credit
BLANK	Class is not a concurrent enrollment class

If the AC record this AM references has  $^13'$  in positions 7 and 8 of the CORE CODE, this can't be BLANK.

Page: 32 of 46

# COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS - cont)

#### COLLEGE CREDIT ATT: (Col 059-061; Required if CONCURR ENROLLED is 'Y')

The number of college credits attempted for the concurrent enrollment course. A decimal is implied between the second and third characters to allow for half credits. If the student is taking the course but NOT attempting to obtain college credit, this field should be '000'. Otherwise, it should contain the number of college credits being attempted.

**SAMPLES:** 5 credits '050' 16 credits '160' .5 credit '005'

BLANK is an error if field CONCURR ENROLLED is 'Y'; must be complete and all numeric

### @ INSTRUCT HRS MEMSHP: (Col 062-064; Optional)

This is the INSTRUCTIONAL HOURS IN MEMBERSHIP or the total number of hours the student was in membership in the course during the school year rounded to the nearest integer, using this formula:

ROUND (total minutes student was\_in\_membership / 60)

INSTRUCT HRS MEMSHP must be less than or equal to INSTRUCT HRS SCHED in the AC record for this course.

For example, if a student was in membership for 175 days in a class with 50 minutes in each session the value for total\_minutes\_student\_was\_in\_membership to use in the above formula is calculated as:

(50 \* 175)

NOTE: Originally scheduled to be <u>required</u> at year end for the 2004-2005 school year but it's OPTIONAL and will be edited if supplied.

# @ INSTRUCT HRS ATTEND: (Col 065-067; Optional)

This is the INSTRUCTIONAL HOURS IN ATTENDANCE or the total number of hours the student was in attendance in the course during the school year rounded to the nearest integer, using this formula:

ROUND(total minutes student was in attendance / 60)

INSTRUCT HRS ATTEND must be less than or equal to INSTRUCT HRS MEMSHP.

For example, if a student was in attendance for 175 days in a class with 50 minutes in each session the value for <code>total\_minutes\_student\_was\_in\_membership</code> to use in the above formula is calculated as:

(50 \* 175)

NOTE: Originally scheduled to be <u>required</u> at year end for the 2004-2005 school year but it's OPTIONAL and will be edited if supplied.

Page: 33 of 46

# **EXIT STATUS CHANGE RECORD**

#### (7) RECORD TYPE "ES=" (October 2005)

Note: "ES=" transactions are only used in the *October Fall Enrollment* update. Use of the "ES" record is optional and they will be ignored in all other updates. An LEA may use this record to update the **Exit Status** of two types of students:

- 1) those who:
  - a) were identified as dropouts, expelled, or suspended in the previous Year-end upload (EXIT CODE = DO, EX, or SU)

AND

- b) either completed high school in some way during the summer or were determined to have transferred, withdrawn, or died by October 1
- 2) those who were identified as 11<sup>th</sup> grade students (GRADE LEVEL = 11) in the previous Year-end upload and who completed high school during the subsequent summer, that is, became an "early graduate" and thus did not reenroll in the fall.

Do not include an S1 record for an ES student. No action is necessary if, as of October 1:

- The student is still unaccounted for. The student becomes an actual dropout and is already so indicated in the Warehouse
- The student reenrolled in your district. Assuming that the student's key personal identifier fields are consistent across the Year-end and October uploads, the USOE will match the October S2 record with the student's record in the Warehouse and change the exit status of the student in the Warehouse accordingly. If the reenrolled student was in the 12<sup>th</sup> grade in the previous year, the RETAINED SENIOR field in the S1 record should be set to RT so that the cohort of the student will also be updated in the Warehouse.

	Field	Length	Data Record Column Start End		Doc Page	Short Description
				=====	======	
	RECORD-ID	03	001	003	34	ES=
	STUDENT NUMBER	10	004	013	34	Student number
	LAST NAME	20	014	033	35	Student's LAST NAME
	FIRST NAME	16	034	049	35	Student's FIRST NAME
	BIRTH DATE	08	050	057	35	Student's BIRTH DATE
	GENDER	01	058	058	35	Student's GENDER
9	EXIT CODE	02	059	060	35	Revised EXIT CODE

# EXIT STATUS CHANGE RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required - ALL 'ES' records submitted)

The first three characters of a Exit Status Change record must always contain the record identifier "ES=".

STUDENT NUMBER: (Col 004-013; Required - All 'ES' records submitted) The student's district assigned student number.

Page: 34 of 46

# EXIT STATUS CHANGE RECORD (DETAILED FIELD DESCRIPTIONS - cont)

LAST NAME: (Col 014-033 ; Required - ALL 'ES' records submitted)

Student's last name, can be up to 20 characters in length.

Left justified with trailing blanks.

FIRST NAME: (Col 034-049 ; Required - ALL 'ES' records submitted)

Student's first name, can be up to 16 characters in length.

Left justified with trailing blanks.

BIRTH DATE: (Col 050-057; Required - ALL 'ES' records submitted)

Student's birth date. It must include the century. The format is

YYYYMMDD.

Must be a valid date; can't be current or future date; calculated age can't be less than 3 or greater than 23.

GENDER: (Col 058; Required - ALL 'ES' records submitted)

Student's gender code.

CODE
 MEANING
 Male Student
 Female Student

EXIT CODE: (Col 059-060 ; Required - ALL 'ES' records submitted)

The 'changed to' exit code.

EXIT CODE	Reason
AC	Alternative Completion Diploma
CT	High School Completer
DE	Death
GR	High School Graduate Regular Diploma
TH	Transferred to home schooling
TO	Transfer out of State
TP	Transferred to a Private School
TS	Transferred to another District or charter school within
	the State
WD	Withdrawal
11	Early Graduate 11th Grade

Page: 35 of 46

# SAMPLE CLEARINGHOUSE UPDATE FILE

Some records shown are not complete. This sample is included to show the different record types and how they relate to each other in a Clearinghouse update batch.

	1	2	3	4	5	5	6	
50	5	05.	05	05	.05	50	5	
DI=14,YR=2	002,OK=DE	C				<	Jordan's 2002	2 Dec 1 update
SC=704						<	Beginning o	of School 704
AC=881234	01 1	23456	4805061WELDI	NG I		<	Course Ma	ster record
AC=884321	02 2	34567	4805082WELDI	NG II		<	Course Ma	ster record
S1=7171717	528123	456Doe		John		<	Student r	ecord
S2=7171717	05B199	60905	077			<	SCRAM mem	bership rec
AM=7171717	881234	01090	20020815			<	Course mem	mbership record
AM=7171717	884321	02090	20020815			<	Course mem	bership record
•								
•								
SC=708						<	Beginning c	of School 708
AC=842345	01 3	45678	2001131CLOTH	ING I		<	Course Ma	ster record
AC=845432	02 4	56789	2001032CLOTH	ING II		<	Course Ma	ster record
S1=6565656	529123	456Last	Name1	First	1	<	Student r	ecord
S2=6565656	06B199	60921	066			<	SCRAM mem	bership Rec
AM=6565656	841101	01090	20000815200213	101		<	Course mem	mbership record
AM=6565656	841201	02090	20000815			<	Course mem	mbership record
•								
•								
S1=8171717	529654	321Last	Name2	First	2	<	Student r	ecord
AM=8171717	841101		20000815200213				Course mem	mbership record
AM=8171717	841201	02090	20000815			<	Course mem	mbership record
•								

Page: 36 of 46

#### **REVISIONS**

# April 20, 2000:

The S1 record had the title SEOP Goal changed to Concentrator and Incarcerated was changed to Tech. Prep. No format changes were necessary.

### March 13, 2001:

Clarified wording on Exit Dates.

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2002-2003 school year (summer 2003).

# July 11, 2001:

```
Added fields for U-PASS:
      Student record (S1):
           HOME STATUS ; LEP YEAR IN US ; LEP NATIVE LANGUAGE ;
           LEP PARENT LANGUAGE ; LEP ORAL GRADE ; LEP READ GRADE ;
            LEP WRITE GRADE ; LEP EXIT DATE ; STUDENT ZIP CODE ;
           MESA PROGRAM
      Course master record (AC):
           WHERE TAUGHT DIST
      Course membership record (AM):
            DAYS ATTENDED ; CREDITS ATTEMPTED ; AVG COURSE GRADE
Changed fields:
      Student record (S1):
           EXIT CODE - Now only 1 dropout code - 'DO'
      Course Master record (AC):
            TEACHER SSN - Not just CTE anymore - ALL 'AC' records.
            CORE CODE - Now 11 digit CACTUS core code (will be validated).
      Course Membership record (AM):
            AGGREGATE MEMBERSHIP - Not just CTE anymore - ALL 'AM' records
Dropped fields:
      Student record (S1):
            VOC COMPLETER ; RESIDENT STATUS
      Course Master record (AC):
            TEACHER NAME
```

Page: 37 of 46

# November 23, 2001: Added fields: Student record (S1): DAYS ATTENDED ; RESIDENT STATUS - reinstated and changed meaning of value 'B' Course Master record (AC): TEACHER 2 SSN ; TEACHER 3 SSN Changed fields: SCRAM record (S2): SCRAM RESOURCE and TIME FRAME - Added many new codes for Pre-K May 07, 2002: Changed fields: STUDENT record (S1): LEP NATIVE LANGUAGE and LEP PARENT LANGUAGE - Added the valid 3 character codes and descriptions August 13, 2002: Added field:

MEMBERSHIP record (AM):

ACTUAL COURSE MEMBERSHIP (CTE)

# Sep 10, 2002:

Changed field:

STUDENT record (S1):

ETHNICITY

- Added code 'D' for Declined to declare
- Code 'O' (Other) and blank are NO LONGER VALID

# Sep 18, 2002:

Changed field:

STUDENT record (S1):

HOME STATUS

- Changed the **MEANINGS** of the codes and added a 6th code

# Oct 24, 2002:

Added some wording to the SSN field in the S1 record

# December 16, 2002

Dropped field:

STUDENT record (S1): YIC MEMBERSHIP

Page: 38 of 46

# Changed fields:

#### STUDENT record (S1):

#### BIRTH DATE

- Added some edits

#### ETHNICITY

- Changed 'D' (Declined to Declare) to 'U' (Unknown)

#### GRADE LEVEL

- Added a note and Special Ed ungraded AGE-to-GRADE translation table

#### EXIT CODE

- Changed description for some and added 2 new ('NS' and 'SG')
Also added some notes

#### ZIP CODE

- Changed requirement for it to start with '84' only when field RESIDENT STATUS is not 'A'

#### MESA PROGRAM

- Changed from one non-blank value ('Y') to two ('A' or 'B') and added descriptions

# March 10, 2003

# Changed fields:

STUDENT record (S1):

#### RESIDENT STATUS

- Added a third value ('C')

#### EXIT CODE

- Removed part of NOTE 4

# COURSE MEMBERSHIP record (AM):

<u>ALL</u> fields changed to reflect values for ONLY the duration of the particular AM record (no longer "across terms" if the "term" involved multiple AM records)

AVERAGE GRADE changed to GRADE EARNED

### April 08, 2003

### Changed fields:

STUDENT record (S1):

# LEP NATIVE Language and LEP PARENT Language

 Changed the 3 letter code for Japanese to 'JPN' from the incorrect value of 'JPM'

# April 14, 2003

# Changed fields:

STUDENT record (S1):

#### Days Attended

Changed the description a little

Page: 39 of 46

# April 24, 2003

#### Changed fields:

COURSE MEMBERSHIP record (AM):

GRADE EARNED changed the translation table to actual 2 character

# June 09, 2003

Just changed the upload procedure at the beginning of the document and added a NOTE to the 'S1=' record definition.

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2003-2004 school year (summer 2004).

# September 04, 2003:

```
Added fields:
```

Student record (S1):

GIFTED ; 504 SERVICES ; DISTRICT OF RESIDENCE ; LEP INSTRUCTION TYPE

Course master record (AC):

BLOCK CLASS ; BLOCK PERIODS ; INSTRUCT SETTING ; CONCURR ENROLL ; COLLEGE GRANTING CR ; WHERE TAUGHT CAMPUS

Course membership record (AM):

COLLEGE CREDIT ATT

# Changed fields:

Student record (S1):

EXIT CODE - Removed 'NS' and 'SG'; changed notes

PART-TIME STUDENT - Added 'Home Schooled' indicator and a note

 $\ensuremath{\mathbf{FREE}}$   $\ensuremath{\mathbf{LUNCH}}$  - New criterion and notes

FREE LUNCH NUMBER - Changed/added note(s)

DAYS ATTENDED - Changed description

HOME STATUS to HOMELESS (Field name change only)

MESA PROGRAM - Added option and changed description

# CHANGED START AND END POSITIONS OF MANY FIELDS

Course master record (AC):

Added substantial amount of text at the beginning of the Course Master section

CHANGED START AND END POSITIONS OF MANY FIELDS

Course Membership record (AM):

**GRADE EARNED** - Now 5 digits with 4 decimal places. Value descriptions also changed

CHANGED START AND END POSITIONS OF SOME FIELDS

```
Dropped fields:
           Student record (S1):
                 OUT-DIST TUITION ; TITLE 1 PARTIC
November 13, 2003:
     Added fields:
           Student record (S1):
                 FAY IN SCHOOL ; FAY IN LEA ; SCHOOL OF RECORD
           SCRAM record (S2):
                 SCRAM DAYS ATTENDED
     Changed fields:
           Course master record (AC):
                 SEMESTER LENGTH - Added 'Required' (CTE)
                 TEACHER 2 and 3 SSN's - Added restriction(s)
                 CORE CODE - INACTIVE now an error (previously a WARNING)
     Dropped fields:
           Student record (S1):
                 PART-TIME-PERCENT (was added September 4 above)
December 22, 2003:
     Added a new record type for EXIT STATUS CHANGE (type 'ES')
     Added fields:
           Course master record (AC):
                 INSTRUCT HRS SCHED
           Course membership record (AM):
                 INSTRUCT HRS MEMSHP
     Changed fields:
           Student record (S1):
                 STUDENT NUMBER - Changed the description ; added a note
                 SOCIAL SECURITY NUMBER (SSN) - Changed the description ; removed
                                                 the note
                 EXIT CODE - added 'EX' and 'SU' and a note
                 SCHOOL MEMBERSHIP - Added 180 day equivalent calculation and two
                 PART TIME STUDENT - changed to Part time Home Schooled Student.
                                     Changed the description and values.
                 CONCENTRATOR - Changed the description
                 TECH PREP - Changed the description
                 LIMITED ENGLISH - Added a note
                 PHONE NUMBER - Changed the description
                 FREE LUNCH - added 'M' and 'S'; Changed description and notes
```

CHANGED START AND END POSITIONS OF MANY DUE TO DROPPED FIELDS

DAYS ATTENDED - Changed description and constraint a little

FREE LUNCH NUMBER - added 5 bytes to length

```
SCRAM record (S2):
                 STUDENT NUMBER - Changed the description ; added a note
                 SCRAM MEMBERSHIP - Changed the description a little
                 CHANGED START AND END POSITIONS OF MANY DUE TO DROPPED SSN
           Course master record (AC):
                 COURSE & SECTION - Changed the description
                 TEACHER 1, 2 and 3 SSN's - Changed to CACTUS ID instead of SSN
                 COURSE TITLE - Changed the description
           Course Membership record (AM):
                 STUDENT NUMBER - Changed the description ; added a note
                 GRADE EARNED - Added values and a note
                 DAYS ATTENDED - report in 180 day equivalent
                 CHANGED START AND END POSITIONS OF MANY DUE TO DROPPED SSN
     Dropped fields:
           Student record (S1):
                 GUARDIAN INFO (ALL)
                 FAY IN SCHOOL and FAY IN LEA (these were added November 13 above)
           SCRAM record (S2):
                 SOCIAL SECURITY NUMBER (SSN)
                 SCRAM DAYS ATTENDED (this was added November 13 above)
           Course membership record (AM):
                 SOCIAL SECURITY NUMBER (SSN)
January 31, 2004:
     Added fields:
           School record (SC):
                 DAYS IN SCHOOL YEAR
           Course master record (AC):
                 DAYS IN SESSION
           Course membership record (AM):
                 INSTRUCT HRS ATTEND
     Changed fields:
           - Took out note 4 concerning 180 equivalent calculations (page 4)
           - Modified BLOCK CLASS procedure (page 22)
           Student record (S1):
                 SCHOOL MEMBERSHIP - Removed 180 equivalent requirement and
                                     Changed constraint (note 4)
                 DAYS ATTENDED - Removed 180 equivalent requirement
                 EXIT CODE - Added a link for 10 day rule definition
                 DISTRICT OF RESIDENCE - added a NOTE of explanation
                 SCHOOL OF RECORD - added a NOTE of explanation
```

SCRAM MEMBERSHIP - Removed 180 equivalent requirement

SCRAM record (S2):

Page: 42 of 46

```
Course master record (AC):
```

COURSE & SECTION - Must be unique for NON-CTE courses

Course membership record (AM):

AGGREGATE MEMB - Removed 180 equivalent requirement and added a constraint

# Dropped fields:

Course master record (AC):

BLOCK CLASS; BLOCK PERIODS (both added in the 9/4/2003 revision)

Course membership record (AM):

ACTUAL MEMBERSHIP

#### February 17 2004:

#### Added fields:

Course membership record (AM):

**ACTUAL MEMBERSHIP** (dropped 1/31)

# Changed fields:

- Added note 4 concerning 180 equivalent calculations (page 4) back in

- Modified BLOCK CLASS procedure (pages 23 and 28)

Student record (S1):

SCHOOL MEMBERSHIP - Added 180 equivalent requirement back in DAYS ATTENDED - Added 180 equivalent requirement back in SCHOOL OF RECORD - Changed non-BLANK valid value from 'Y' to 'N'

SCRAM record (S2):

SCRAM MEMBERSHIP - Added 180 equivalent requirement back in

Course master record (AC):

BLOCK class processing - non-CTE block classes - only retain
 AC with lowest period number (first one)

Course membership record (AM):

BLOCK class processing - non-CTE block classes - only retain
 AM with lowest period number (first one)

COURSE & SECTION - Duplicate values assumed to be BLOCK class
AGGREGATE MEMB - Added 180 equivalent requirement back in
DAYS ATTENDED - Added 180 equivalent requirement back in

#### Dropped fields:

Course master record (AC):

DAYS IN SESSION (added 1/31)

# April 06 2004:

#### Changed fields:

Student record (S1):

FREE LUNCH APP NUMBER - Remove the strict requirement that it

MUST be present if Free Lunch is A, C,

or D. This WILL be back for 2004-2005.

Still an error if there IS a Free Lunch app number but NO value in Free Lunch.

LEP YEAR IN US - Changed the description....this is to be the SCHOOL year the student entered the U.S, not the calendar year.

**EXIT CODE** - Added 'FE' for Foreign Exchange student. **RESIDENT STATUS** - Added 'F' for Foreign Exchange student.

# May 18 2004:

# Changed fields:

Course Master record (AC):

TEACHER 1 (2 AND 3) CACTUS ID - Changed to TEACHER ID because VOCATIONAL course master records require SSN but with NON-VOCATIONAL records the CACTUS ID is preferred (SSN is acceptable)

# May 19 2004:

#### Changed fields:

Course Master record (AC):

TEACHER 1 (2 AND 3) ID - Reverse prior entry...Vocational AC records DO NOT require SSN, so changed the document to reflect that (left as TEACHER ID because it can be either CACTUS ID or SSN). CACTUS ID is preferred, SSN is acceptable.

#### June 03 2004:

# Changed fields:

Student record (S1):

DISTRICT OF RESIDENCE - Changed the description. This is required for students in non-regular school districts such as Charter schools and Edith Bowen.

# August 16 2004:

#### Changed fields:

Exit Status change record (ES): Corrected the field lengths of **BIRTH DATE** and **GENDER**. This, in turn, changed the end position of BIRTH DATE and the start and end positions of the fields after BIRTH DATE.

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2004-2005 school year (summer 2005).

# August 26, 2004:

```
Added fields:
      Student record (S1):
            HIGH SCHOOL COMPLETION STATUS ;
            NCLB SCHOOL CHOICE ;
            NCLB SUPP SERV LANG ;
            NCLB SUPP SERV MATH
Changed fields:
      Student record (S1):
            INDIAN 506 - Changed field name to TRIBAL AFFILIATION and added
                         the valid tribal affiliations
            \textbf{EXIT} \textbf{CODE} - Removed 'CT' and 'GR' (now part of new field HIGH
                        SCHOOL COMPLETION STATUS). Also, changed/added notes.
            SCHOOL OF RECORD - Changed the notes
            LEP YEAR IN US - Changed field name to FIRST ENROLL IN US and
                             added/changed the notes
            LEP NATIVE/PARENT LANGUAGE - Added a note
            LEP INSTRUCTION TYPE - Changed field size (added 1 byte to make
                                     it 3 bytes in length) and changed/added
                                     codes
            MESA PROGRAM - Changed the description a little
      SCRAM record (S2):
            SCRAM EXIT REASON - Removed several options and added a note
      Exit Status Change record (ES)
            EXIT CODE - Added one ; removed two
      Course Master record (AC):
            INSTRUCT SETTING - Added 'packet' and changed description some
            INSTRUCT HRS SCHED - NOT required for 2004-2005. It's optional
                                  and will be edited if supplied.
      Course Membership record (AM):
            INSTRUCT HRS MEMSHP - NOT required for 2004-2005. It's optional
                                   and will be edited if supplied.
            INSTRUCT HRS ATTEND - NOT required for 2004-2005. It's optional
                                   and will be edited if supplied.
Dropped fields:
      Student record (S1):
            RETAINED SENIOR (now part of field HIGH SCHOOL COMPLETION STATUS)
```

Course Master record (AC):

WHEN TAUGHT ; CONCURR ENROLL

Page: 45 of 46

# September 17, 2004:

#### Changed fields:

Student record (S1):

MEMBERSHIP - Changed to required (not blank; '000' is OK)
HIGH SCHOOL COMPLETION STATUS - Added option 'GP' and modified
the 'notes' (added to and/or changed)

SCRAM record (S2):

MEMBERSHIP - Changed to required (not blank; '000' is  $\underline{NOT}$  OK) EXIT REASON - Added some text

Course Membership record (AM):

Added text to 'Note 1' at the beginning of the record description

DAYS ATTENDED - Elaborated on reporting requirements regarding
non-traditional classroom settings

# September 24, 2004:

Made some minor text changes throughout such as taking out the references "(Year-end 2004-2005)" because the current version is for Year-end 2004-2005.

# September 28, 2004:

### Changed fields:

```
Student record (S1):
    SSN - added that if it starts with more than 1 zero
    ['00.....'] it's an error
```

Course Master record (AC):

**TEACHER [1,2,3] ID -** added more text concerning validation if it's 9 characters (assume it's an SSN)

# November 04, 2004:

#### Changed fields:

```
Student record (S1):

LIMITED ENGLISH - added note 2
```

#### November 15, 2004:

Added the <u>document page number</u> to the field listing at the beginning of each record type and added the <u>data record column position</u> to each field's description....both added for easier reference

# Changed fields:

```
Student record (S1):
```

FREE LUNCH NUMBER - removed the requirement